

## IMPORTANT GENERAL GUIDELINES

1. The application for Certificate of Eligibility (TC 14-1) must be an original, completed in ink or typed and submitted on revised form (August 2010). Any alterations of this document will make your application invalid. Please do not return completed application via Internet. The completed application and financials must be forwarded to: Kentucky Transportation Cabinet, Division of Construction Procurement, 200 Mero Street, 3<sup>rd</sup> Floor West, Frankfort, Kentucky, 40622.
2. When the applicant is a foreign corporation, limited liability company, or limited partnership, the application must be accompanied by a copy of their Certificate of Authorization issued by the Kentucky Secretary of State, authorizing the company to transact business in Kentucky. Do not send a copy of your Application for Certificate of Authority. The Secretary of State may be contacted at 502-564-3490.
3. The application must identify equipment the applicant has available to perform the types of work for which the applicant seeks prequalification. The applicant must indicate whether the equipment is owned, leased, or otherwise accessible, and if not owned the applicant must identify the owner or source of the equipment, including whether the owner or source of the equipment is a firm that has been prequalified or is an applicant for prequalification by the Department. Lease letters must list specific equipment that is available to the applicant.
4. Notify the Division of Construction Procurement, Prequalification Branch immediately of any changes in employment of key personnel that have qualified the applicant for a certain work type(s). We will need a new resume(s) for the replacement person in order for the applicant to retain their prequalification in the particular work type(s). Resumes should list present and previous employers, dates of employment, positions held, duties performed, educational background and certifications.
5. At any time there is a change in ownership or control of the firm, the firm must promptly notify the Division of Construction Procurement, Prequalification Branch.
6. Applicants desiring a Certificate of Eligibility for \$1,000,000 or less must submit supporting schedules as requested on page twelve (12) of the application. All schedules must correspond with the specific balance sheet entry. A balance sheet submitted without the required schedules will not be accepted.
7. Consolidated Financial Statements which contain one or more subsidiaries that has been prequalified or is an applicant for prequalification by the Department, must include financial statements for the subsidiary(s) as a stand-alone entity.
8. Financial Statements which are only compiled or reviewed by a CPA are not accepted for prequalification in an audited status; therefore, the applicants Certificate of Eligibility will be limited to \$1,000,000 or less.
9. Complete pages fourteen (14) and fifteen (15) of the application that pertains to your entity. These must be signed by an authorized officer of the company and notarized by a notary public. We must have an original signature; do not submit copies of these pages.